# **Help on BusinessCards**

#### Introduction

What is the BusinessCards? What you can do with the BusinessCards?

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#### What is the BusinessCards?

**BusinessCards** for Windows is a free form database program, useful for keeping track of any type of textual information. You can use **BusinessCards** to organize and manage any vital information, such as names, addresses, and phone numbers. Moreover, you may use **BusinessCards** to store random data, such as video or CD titles, short articles, descriptions of collection items, etc.

With **BusinessCards** *you decide* how to present and organize information -- there are no predefined forms or record layouts. You may enter and store your data the way, that is most useful for you.

**BusinessCards** is extremely *easy to use and intuitive* software. It has friendly and convenient folio-like user interface and looks like the paper notepad you have been using for years. I expect you will be amazed by how fast you can learn to use it effectively.

**BusinessCards** is *attractive* and *uncomplicated*. It has visually appealing appearance and does not require any specialized computer knowledge. Anyone in your company or family can figure it out in minutes.

**BusinessCards** is *compact* -- there are no requirements for megabytes of free disk space or extra memory. It installs easily and is immediately useful. So if you are busy business traveller, you will be able to keep both program and data files on diskette and use them at clients site. Since **BusinessCards** directly reads and writes Windows Cardfile files, there should be minimal problems, converting your existing address or price databases.

#### What you can do with the BusinessCards?

A lot of users around the world reported various uses of the program (see <u>What users say...</u> section), ranging from maintaining contact lists to organising ideas and commentaries. Specifically, with **BusinessCards** you can:

- Represent any unstructured textual data in a usual business card form.
- Scan your data quickly using easy to follow book-like interface and work with each card individually by selecting it.
- Access the most often used commands by clicking on appropriate toolbar button.
- View the table of contents for quick and easy navigating through entire BusinessCards file.
- Control the way your information is displayed by taking advantage of the fonts, colors and alignment styles available.
- Find exactly the information you require by using powerful Searching feature.
- Print cards in various formats, including envelopes and labels.

For experienced Windows users, **BusinessCards** for Windows also offers advanced features such as:

- Attachment feature, which allows to associate specific business card with any number of external files and make individual note with optional date/time stamp.
- Launching external applications from inside BusinessCards, passing a file name associated with a business card.
- Transferring data between the BusinessCards format and Windows Cardfile file format.
- Configurable toolbar, which allows you to assign any menu command to any toolbar button.
- User preferences feature, which enables to set up various user options and save them for the next BusinessCards session.

## **File Menu Commands**



<u>New</u>



<u>Open</u>



<u>Save</u>



Save As



<u>Merge</u>

<u>Print</u>



Printer Setup



<u>Sort</u>

Exit

<u>Exit</u>

## **Edit Menu Commands**



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<u>Cut</u>



Copy



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Clear



Select All

**Attachments** 

## **Card Menu Commands**



<u>Insert</u>



<u>Append</u>



**Duplicate** 



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## **View Menu Commands**



Contents



**Expand** 



<u>Collapse</u>



Prior Page



Next Page



First Page



Last Page

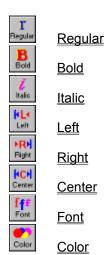


<u>Goto</u>



<u>Search</u>

## **Format Menu Commands**



# **Options Menu Commands**



<u>Toolbar</u>



**Preferences** 



**Information** 

Save Settings on Exit

# **Help Menu Commands**

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<u>Search</u>

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#### **New Command**

Opens a new empty **BusinessCards** file. The program automatically allocates initial number of empty cards for each letter. You may change the default number of 6 cards in <u>Options/Preferences</u> dialog.

When you choose *New*, you can save changes to the document you have been working on.

Shortcut key: Ctrl N



#### **Open command**

Opens an existing **BusinessCards**, Windows Cardfile or comma delimited (CSV) file. By default, **BusinessCards** files have .BCR extension, Cardfile files -- .CRD extension and comma delimited files -- .CSV extension.

If you want to import Windows Cardfile file, please make sure it was saved in Cardfile version 3 format. When converting files to .BCR file format you may set up various options for both Cardfile and commadelimited formats in <a href="Options/Preferences">Options/Preferences</a> dialog (section *File Import*). If you open non-native <a href="BusinessCards">BusinessCards</a> file it is automatically converted to .BCR file format.

When you choose **Open**, you can save changes to the document you have been working on.

Shortcut key: Ctrl O

**Tip:** If you have one frequently used data file, you may wish to provide its name on command line. In this case it is opened automatically by **BusinessCards**. Alternatively, you may tell **BusinessCards** to auto load last saved file (see *General* section in Options/Preferences dilaog).



## **Save Command**

Saves changes to the **BusinessCards** file you have been working on. By default files are saved as **BusinessCards** documents with .BCR extension. To save a file in Cardfile or comma delimited format, use <u>File/Save As</u> command.

When you choose Save, the document remains open so you can continue working on it.

Shortcut key: Ctrl S



#### **Save As Command**

Saves current file in either **BusinessCards** (.BCR extension), Cardfile (.CRD) or comma delimited (.CSV) format. You can name a new file or save an existing file under a new name. For non-BCR save you may configure various file export options in *File Export* section of <u>Options/Preferences</u> dialog.

The original file remains unchanged. When you choose **Save As**, the current file remains open so you can continue working on it.

## **Merge Command**

Merge command lets you copy the data from a selected BusinessCards file into the open one. The program combines the cards from each file to make a new file containing the information from both. If you want to retain the original open file, save the newly merged .BCR file under a different name.

If there are any duplicate cards in either of merged files, you will be given an option to *Replace*, *Skip* or *Add New* duplicate card.

Shortcut key: Ctrl M



#### **Print Command**

Prints one or more cards and/or configure various printing options. Print dialog has 4 sections: Options -to set printing preferences (does not produce printing output), Records -- to print cards as separate records, Envelopes -- to format and print envelopes and Labels -- to format and print labels. The table below contains summary of all possible settings:

#### **Options**

specifies how many cards are to be printed. You may choose Range

between current card, all cards for current tab or all cards in

the folio.

Contents specifies how much of card contents is to be printed. You may

> print entire contents (including empty lines), all text until first empty line or provide specific number of lines to be printed.

First line instructs BusinessCards to print first line of each card in

uppercase uppercase letters

Skip empty instruct BusinessCards do not print lines, which are empty or lines

contain whitespace characters only.

Font... lets you specify printer font (name, size and attributes) to be

used when printing cards.

#### Records

Print file instructs BusinessCards to print file attachments (if any), attachments associated with card. File attachments usually consist of one

or more file names and short descriptions.

instructs BusinessCards to print contents of notes field (if Print notes

any).

Start from new if set, each card is printed on separate page, otherwise cards page

are printed continuously.

Retain if set, BusinessCards retains cards alignment, which may be alignment left, right or center; otherwise cards are always printed aligned

to the left margin.

**Margins** lets you specify left, right, top and bottom page margins.

#### **Envelopes**

Return lets you specify return address. If Print return address option is address also set, the return address will be printed on each envelope;

otherwise it is just saved for future use.

From offset lets you specify top and left margins for printing the return

address.

**To offset** lets you specify top and left margins for printing card contents.

**Print return** if set, **BusinessCards** prints contents of *Return address* field; address otherwise return address is ignored.

**Font...** lets you specify font name, size and attributes for return address. You may choose different font for printing cards in dialogs *Options* section.

Labels

Labels on lets you specify the number of labels on page (how many rows

page and columns).

**Next label to** lets you choose position of the first label to be printed. You

may start printing from any row and column. By default **BusinessCards** prints the first label starting from row 1,

column 1.

First label specifies left and top margins of first label on page (i.e. row 1,

offset column 1).

print

**Label size** specifies horizontal and vertical sizes of a label.

BusinessCards assumes all labels are the same size.

**Gap size** specifies horizontal and vertical of gaps between labels.

BusinessCards assumes all the gaps are the same size.

If <u>Options/Save Settings on Exit</u> has been set, **BusinessCards** saves all printing settings in BCARDS.PRS file, which is created in programs directory. Next time you run the program, these settings are automatically restored.

Unregistered version of the program prints small watermark in upper right corner of each page. Once you register your copy the watermark printing is automatically disabled. Please see <a href="Why to register?">Why to register?</a> and <a href="How to register?">How to register?</a> for more information.

Shortcut key: Ctrl P

# **Printer Setup Command**

Selects a printer and its connection. Also provides access to various printer options. The available options depend on the type of printer selected.

Please note, that before you can print, you must *connect your printer* to computer or network and install appropriate *printer driver* using Windows Control Panel.



## **Exit Command**

Closes the file you have been working on and quits **BusinessCards**. You can save the file before quitting. Current **BusinessCards** settings (i.e. toolbar configuration, user preferences, printing setup, etc.) are saved if Options/Save Settings on Exit menu item has been checked.

Shortcut key: Alt F4



# **Undo Command**

Undoes your last editing or formatting action, including cut and paste actions. If an action cannot be undone, **Undo** appears dimmed on the Edit menu.

**Shortcut key: Alt Backspace** 

# Cut Command

Deletes text from a card and places it onto the Clipboard, replacing the previous Clipboard contents.

**Shortcut key: Shift Delete** 



# **Copy Command**

Copies text from a card onto the Clipboard, leaving the original intact and replacing the previous Clipboard contents.

**Shortcut key: Ctrl Insert** 



# **Paste Command**

Pastes a copy of the Clipboard contents at the insertion point or replaces selected text in a card.

Shortcut key: Shift Insert



## **Clear Command**

Deletes selected text from a card, but does not place the text onto the Clipboard. Use **Clear** when you want to delete text from the current business card but you have text on the Clipboard that you want to keep. If you wish to remove current card from a folio, use <u>Card/Delete</u> command instead.

**Shortcut key: Ctrl Delete** 

#### **Select All Command**

Selects all the text in a card at once. You can copy the selected text onto the Clipboard, delete it, or perform other editing actions.

**Shortcut key: Ctrl Enter** 



#### **Attachments Command**

This command allows you to attach one or more external files to the current card. It also allows you to have a note, associated with the card. Attachments are indicated with a small clip, which appears in upper right corner of the card.

Within attachments dialog you may launch applications, associated with attached files by pressing *Launch* command button.

#### Shortcut key: F4

**Tip:** If you already have card attachments, you can access them even faster by clicking on the clip in upper right corner of the card.



#### **Sort Command**

Sorts cards in alphabetical order. All the cards and their attachments are automatically rearranged and stored in proper places inside a folio. Cards contents remain unaffected. The total number of cards in the folio remain unchanged as well.

By default **Sort** command sorts cards based on first card letter. You may change this by checking *Last name sort* in *General* section of <u>Options/Preferences</u>. If that option has been set, **Sort** command uses last word in a first cards line to determine sorting sequence.

**Tip:** You can enter new cards just one after another and then invoke **Sort** command to arrange them alphabetically.



## **Insert Command**

Shortcut key: Ctrl I



# **Append Command**

Appends a new empty card to the end of current tab. The current card remains unaffected. To insert a new card at current position use <u>Card/Insert</u> command.

Shortcut key: Ctrl A



# **Duplicate Command**

Inserts new a new card, copying the contents of current card. If *Duplicate attachments* option has been checked in <u>Options/Preferences</u> dialog, then cards attachment is copied to a newly created card as well.



#### **Delete Command**

Removes current card from the folio. Cards contents and all attachments are destroyed. If you wish to delete card contents and leave the card empty, use  $\underline{\text{Edit/Select All}}$  and  $\underline{\text{Edit/Clear}}$  commands.



#### **Contents Command**

Shows a table of contents on right folio page. Table entries consist of tab and card identifiers. Tab identifier specifies the letter and total number of cards for that letter. Card identifier is simply the first line of the card. Usually the first line contains most important information, such as clients name or subject of a note. If there are any attachments for a given card, the identifier is preceded by a small clip icon, otherwise the icon specifies a card without attachments.

When scrolling through or pointing to the table of contents, the appropriate pages are automatically flipped on the left side of the folio.

You can expand or collapse contents view to show all the cards in a folio or just for some particular tabs. There are also commands to expand or collapse entire contents view, not just specific tabs. See <u>View/Expand</u> and <u>View/Collapse</u> commands for more details.

To return from the table back to cards view just repeat the **Contents** command.

Shortcut key: F2



## **Expand Command**

Lets you expand collapsed contents view. To execute the command, the cursor should be on a line with tab identifier, otherwise the command has no effect. After expanding, the contents view shows all the cards for selected tab. To collapse the view, use <u>View/Collapse</u> command.

Shortcut key: Ctrl +

**Tip:** If you wish to expand entire contents view, press **Alt Ctrl +**. Double clicking with the left mouse button either expands or collapses the tab, depending on its current state.



## **Collapse Command**

Lets you collapse expanded contents view. It may be quite useful for long table of contents. To execute the command, the cursor should be on a line with tab identifier, otherwise the command has no effect. After collapsing, the contents view shows tab identifier only. To collapse the view, use <u>View/Expand</u> command.

Shortcut key: Ctrl -

**Tip:** If you wish to expand entire contents view, press **Alt Ctrl** -. Double clicking with the left mouse button either expands or collapses the tab, depending on its current state.



## **Prior Page Command**

Shows the previous page of a folio. If you are working with the first page (A-1), then **Prior Page** switches you to the last page of the folio. You can carry out the same function by simply clicking left mouse button on the left page.

Shortcut key: PageUp

**Tip:** To skip empty pages and move only through the filled ones (i.e. pages with at least one non-empty card), just hold **Shift** key down while pressing **PageUp** or clicking on the left page.



## **Next Page Command**

Shows the next page unless you do not stay on a last folio page. If you are working with the last page, then **Next Page** switches you to the first page of the folio (A-1). You can carry out the same function by simply clicking left mouse button on the right page.

Shortcut key: PageDown

**Tip:** To skip empty pages and move only through the filled ones (i.e. pages with at least one non-empty card), just hold **Shift** key down while pressing **PageDown** or clicking on the right page.



Shows the first page of a folio.

**Shortcut key: Ctrl Home** 



# **Last Page Command**

Shows the last page of a folio.

Shortcut key: Ctrl End



## **Goto Command**

Moves to a specific page in the current **BusinessCards** file. To specify the page you should enter page letter and number in **GoTo** dialog box and click **OK** button.



## **Search Command**

Searches for text in the current **BusinessCards** file. There is an option to perform case sensitive search. You may also specify, whether to search cards attachments. If target string is found, you can turn to appropriate page to locate the card.

Shortcut key: F3



# **Regular Command**

Changes current font style to regular. This style may be used together with *italic* font style. The change affects all business cards in current open file.

Shortcut key: Ctrl R



## **Bold Command**

Changes current font style to **bold**. This style may be used together with *italic* font style. The change affects all business cards in current open file.

Shortcut key: Ctrl B



## **Italic Command**

Changes current font style to *italic*. This style may be used together with **bold** or regular styles. The change affects all business cards in current open file.

# Left Command

Changes card's text alignment to left, so that cursor moves from left to right during text entry. The change affects text appearance in all business cards in current open file.



# **Right Command**

Changes card's text alignment to right, so that cursor moves from right to left during text entry. The change affects text appearance in all business cards in current open file.



## **Center Command**

Centers card's text, so that text appears centred inside a card. The change affects text appearance in all business cards in current open file.

Shortcut key: Ctrl C



### **Font Command**

You can use the **Fonts** command to change font style and size of business cards. The change affects text appearance in all business cards. The current font style and size are overwritten by the new style and size you select.

Making a selection in one area of the dialog box does not affect the other areas. For example, if you change the font style but not the size, the current size remains, but font style in cards is overwritten.

Shortcut key: Ctrl F



## **Color Command**

This command lets you change background color of business cards. You may select desired color from a palette of standard colors, or design your own custom color. The change affects all business cards in current open file.



## **Toolbar Command**

This command lets you configure the toolbar according to your needs. In the appearing **Configure Toolbar** dialog box you see all possible toolbar buttons along with description of their functions.

To assign a new button select it in the dialog box and then just click on desired spot inside the toolbar. To save settings push **Close** button. To cancel settings press **Cancel** button. To reset the toolbar configuration to its previous state press **Reset** button. Current toolbar configuration is saved for the next session depending on <u>Options/Save Settings on Exit</u> menu setting.

Shortcut key: F7



### **Preferences Command**

This command lets you define various user preferences. Preferences dialog has 4 sections: *Display --* to set display and appearance preferences, *General --* to set common program options, *File Export --* to specify settings for file exports and *File Import --* to set file import options. The table below contains summary of all possible settings:

Dis	рl	ay

**Exploding** controls, whether "exploding" effect appears when a dialog box pops up.

3D effects controls, whether dialog box controls have three dimensional

look. CTL3D.DLL dynamic link library is required to turn this option on. Normally CTL3D.DLL is included in program

distribution.

**Show page** controls, whether pages turns are shown on screen. *turns* 

Scrollable controls, whether cards contain vertical scroll bar, allowing to

cards scroll contents of the card.

Initial contents controls, whether contents view should be activated on

view program startup.

Cards on page you may choose between 3 small, 2 medium or 1 large card

per page.

General

Create backup controls, whether backup files should be created before saving

the current file. Backup file extensions are .BC~ for **BusinessCards**, .CR~ for Cardfile or .CS~ for comma

delimited file format.

Duplicate controls, whether file attachments should be duplicated when

**attachments** carrying out <u>Cards/Duplicate</u> command.

Auto load last if this option has been set, BusinessCards tries to open last saved file saved file automatically upon program startup. Note, that file

saved file automatically upon program startup. Note, that file name provided on command line takes precedence over the

last saved file.

**Last name sort** when this option has been set, the File/Sort command

rearranges cards alphabetically based on last word found in first cards line. Otherwise cards are sorted based on first visible character. The current setting is stored inside data file

and restored each time you load the file.

Initial number specifies number of empty cards BusinessCards allocatesof cards when creating new file. You can specifies any integer number

between 0 (no cards are created) and 99. You can add new

cards using Card/Insert or Card/Append commands.

#### File Export

Index as card if turned on, when exporting BusinessCards file to Cardfile

**number** file format card's index is written as a card's number.

Index as card if turned on, when exporting the BusinessCards data to

Cardfile file format each card's index is written as first two

words of a card.

**No quotation** specifies, whether record fields are enclosed in quotation

marks. When importing such records, BusinessCards ignores

these marks and reads field contents only.

**Delimited by** specifies record fields delimiter when importing a file. It may be

either tab or comma character.

File Import

**Store index** if turned on, when importing data from Cardfile indices are not

text stored with a cards text.

**Skip header** when importing comma delimited files, this option lets you skip

**record** the first record, which usually contains field names.

**No quotation** specifies, whether record fields are to be enclosed in quotation

marks marks.

marks

**Delimited by** specifies record fields delimiter when exporting a file. It may be

either tab or comma character.

If <u>Options/Save Settings on Exit</u> has been set, **BusinessCards** saves all preferences in BCARDS.INI file, which is created in program directory. Next time you run the program, these settings are automatically restored.

Shortcut key: F8



## **Information Command**

This command displays the information about current **BusinessCards** file and Windows system resources. Specifically, you get the following information:

- 1. Full file specification of the current file.
- 2. Database version number.
- 3. Date and time of last saving.
- 4. Total number of cards in the file.
- 5. Total number of card attachments in the file.

The Windows system information includes the following data:

- 1. CPU model of your computer and current Windows mode.
- 2. Total of free available memory.
- 3. Percentage of free system, user and graphics resources.

Shortcut key: F9

### **Save Settings on Exit Command**

When this option is turned on the user preferences data and printing options are saved in **BCARDS.INI** and **BCARDS.PSR** files for the next **BusinessCards** session. Upon start-up **BusinessCards** looks up these files for configuration data. Specifically, the following information is saved:

- 1. Current preferences dialog box settings (BCARDS.INI).
- 2. Current printing options and fonts (BCARDS.PRS).
- 3. Current toolbar configuration (BCARDS.INI).
- 4. Current screen position (BCARDS.INI).
- 5. Save Settings on Exit flag value (BCARDS.INI).

Please note, that current font and color information are not saved in **BCARDS.INI** file. Instead, such data is saved on per-database basis, i.e. each database file contains information about its font and color settings.

Since the program maintains its configuration files itself, it is not a good idea to edit them manually. Obviously, the program can not save configuration data when its home directory resides on read-only media, such as CD-ROM.

## **Help Index Command**

This command displays index of topics, available in **BusinessCards** Help. To choose a specific topic just click on its title.

Shortcut key: F1

# **Using Help Command**

This command provides the information on using Windows Help.

## **Help Search Command**

This command lets you to search for a BusinessCards Help topic by typing or selecting a keyword.

### **Register Command**

This command appears only in *unregistered* copy of **BusinessCards** and allows you to register your copy of the program. It displays dialog box, where you are asked to enter your name, company name or address and you personal serial number, provided by program author. Please enter registration data and press *Ok* button. **BusinessCards** confirms, whether registration information was correct and registration succeeded.

When you register your copy, the program modifies itself to get rid of initial reminder screens, watermark printing, etc. (see <u>Why to register?</u> for a full list of registration benefits). Please make sure, you have write access to a device and directory, where the program resides, otherwise you will be unable to register your copy. For example, if you run the program from floppy disk, remove its write protection tab before registering.

#### About About About

## **About Command**

This command lets you view the information about current version and the author of **BusinessCards**. If you have registered version of the program, the appearing **About** dialog box also shows you the registration information (owner's name, company name or address and registration date).

### Why to register?

This software is a fully operational program. I have made it this way so that you can have a real look at it, and then decide whether **BusinessCards** fit your needs or not. You are encouraged to use, copy, and distribute it as freely as you wish. But if you do find it useful, the author asks that you please register your copy. Registration fee is **\$29.95**. For this sum you will receive your personal serial number and:

- 1. Original diskette with <u>most up to date version of **BusinessCards**</u> for Windows software plus *registration bonus* -- **BrainCubes** game for Windows.
- Your <u>personal serial number</u> to register the program. The initial registration reminder dialog box which appears at the beginning of the program is removed when you install your registered copy. Also, your name will appear in Help/About dialog box and word UNREGISTERED will be removed from programs title bar.
- 3. The watermark printing is completely disabled in registered version, so your printed output contains no registration reminder phrase.
- 4. By registering, you are assured of receiving the most up-to-date and full-featured product possible. *Program updates will be free* for all registered users and subsequent major upgrades will be offered with significant discount. When you register, you will be placed on mailing list to receive notices of new major revisions when they become available.
- Registered users will receive free unlimited technical support over the fax or email for their version of BusinessCards.

If you have email address, your serial number in most cases will be emailed back within 24 hours, so you will be able to register your existing copy right away.

To become a registered owner of **BusinessCards** for Windows please read <u>How to register BusinessCards?</u> in this help and/or instructions in accompanying README.TXT and ORDER.TXT files.

### **How to register BusinessCards?**

You may register **BusinessCards** software by check, credit card or using online service. Please see <u>Why to register?</u> for a list of registration benefits.

#### 1) MONEY ORDER, CHECKS OR CASH

Please send your Money Order, Check or Cash to:

**Michael Dvorkin** 

P.O. Box 862 San Bruno, CA 94066-0862 USA

For non-cash overseas orders I can accept personal checks in major hard currencies. This covers most of Western Europe, Japan and Australia - if you live there you can make the payment in your local currency. For the rest of the world non-cash orders must be accompanied by an *International Money Order* or a *check in US Funds*, drawn on an American banking Institution.

For your convenience file ORDER.TXT, included in program distribution, contains order form -- just fill it out using Windows Notepad and send to address above.

#### 2) CREDIT CARD ORDERS

You can order with MasterCard, Visa, American express or Discover credit card from Public Software Library (PsL) by calling:

Toll-free: 1-800-2424-PSL

Phone: (713)524-6394 (for international calls)

Fax: (713)524-6398 CompuServe: 71355,470

Internet: 71355.470@compuserve.com

Please mention **the product number 11305**. PsL office hours for placing your order are 7:00 AM to 6:00 PM CST Monday - Thursday and 7:00 AM to 12:30 PM CST on Fridays.

You can also mail credit card orders to PsL at P.O.Box 35705, Houston, TX 77235-5705 USA. Please provide cardholders name exactly as it appears on your credit card and include billing address for the card.

Please note, that *the above phone numbers are for orders only.* Any questions about status of the shipment, registration options, distribution possibilities, product details, technical support, volume discounts, dealer pricing, site licenses, etc. must be directed to me, program author, Michael Dvorkin.

#### 3) COMPUSERVE ONLINE REGISTRATION

**GO SWREG** 

Product number: 4073

Product title: BusinessCards for Windows

CompuServe provides on-line registration (SWREG), which is part of basic services and requires no additional payments. Electronic orders may be placed with CompuServe Information Services and billed directly to your CompuServe statements for your convenience. Just GO SWREG and request **BusinessCards** registration (please keep product number **4073** handy when ordering).

I have tried to list as many options as possible at present time for your convenience. Register whatever means is most convenient to you. If none of above is convenient for you to register **BusinessCards**, please feel free to contact me for a viable solution. We can arrange for some special methods of registrations anyway.

Please also feel free to ask about bundling deals and special customized versions.

#### **About shareware**

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. Shareware has the ultimate money-back guarantee -- if you do not use the product, you don't pay for it.

The program author, **Michael Dvorkin**, is a member of the *Association of Shareware Professionals* (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the *ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442*, or send a CompuServe message via CompuServe Mail to *ASP Ombudsman 70007.3536*.

### What Users Say...

Congratulations on a great program! It didnt take me more than a minute to find your BusinessCards useful.

R.G., Arlington, TX, USA

I have just started this program and find it very useful and easy to use.

E.A., Los Angeles, CA, USA

I have been using your program BusinessCards for 2 weeks. I am really pleased with it, especially the Attach feature.

P.F., Borris, Ireland

I recently acquired a copy of your program BusinessCards for Windows. Ive since used it quite a bit and have found it to be very well designed and useful... utility (and bug-free!).

N.B., Dublin, Ireland

I would just like to say that I find business cards a very useful tool. It is not often I come across a shareware utility so well presented.

P.C., Blagrove, United Kingdom

I was very impressed by your Business cards software which was reviewed in What PC? magazine in the UK.

P.O., London, United Kingdom

I was very impressed with Business Cards as a simple reference which is much easier to use than many other programmes which have the same objective.

N.H., Marshfield, United Kingdom

Thank you, very much, for sending me the v2.00 of BusinessCards which I consider, for its simplicity and interface the best thing, for the purpose, I have ever met.

V.S., Lisboa, Portugal

Thank you for giving us a preview of your very user-friendly and attractive database program, BusinessCards which we have found will be of great benefit to us.

A.D., Safat, Kuwait

...Im impressed with your software.

P.V., Maroubra, Australia

#### Credits...

#### **BusinessCards** Version v2.2 Copyright © 1993,1994,1995 by Michael Dvorkin

Dedicated to my lovely Diana, which is almost 2.5 years old now!

All feedback is always welcome. Version v2.2 has been released largely because users have spoken up, and I have added features and made changes that have been requested. Please send any suggestions, comments, bug reports or just greetings to the following addresses:

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